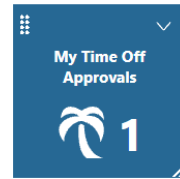




## APPROVING/ DENYING TIME OFF

Click on the “My Time Off Approvals” on your Administrative Access homepage (Menu/Time Off/My Time Off Approvals)



You will see a list of all time off waiting for your approval, click on “Approve/Deny”

	Employee	Employee Number	Start Date	Hours	Days	Transaction Type	Time Off Type Code	Time Off Reason Code	Description	Approval Action
<input checked="" type="checkbox"/> Approve/Deny	NKELE, EMILY PATRICIA		05/13/2026		-1.00000	Used	Othr	Jury	Jury Duty	Waiting for Approval
<input checked="" type="checkbox"/> Approve/Deny	NKELE, EMILY PATRICIA		05/04/2026		-1.00000	Used	Annu	Annu	Annual	Waiting for Approval
<input checked="" type="checkbox"/> Approve/Deny	NKELE, EMILY PATRICIA		04/28/2026		-0.42857	Used	Annu	Annu	Annual	Waiting for Approval

Click on “Approve” or “Deny”

**Time Off Transaction Approval**  
Approve/Deny

Approve  Deny

Last Approved By: **NKELE, EMILY PATRICIA** | Approval Time: **5/7/2026 8:36:57 AM** | Time Off Balance in Days: **-2.00000**

**TIME OFF TRANSACTION**

Employee Name: NKELE, EMILY PATRICIA  
 Position Type: CS242D8  
 Assignment(s): Payrol-3  
 Building(s): 089  
 Time Off Type: Othr - Other  
 Time Off Reason: Jury - Jury Duty  
 Transaction Date: 5/13/2026 12:00:00 AM  
 Amount: 1.00000 Days

If submitting a denial, you will need to add a comment

**Time Off Transaction Approval**  
Approve/Deny

Approve  Deny

1 error was encountered. You can fix this error and click Deny again or click Cancel.

Last Approved By: **NKELE, EMILY PATRICIA** | Approval Time: **5/7/2026 8:36:17 AM** | Time Off Balance in Days: **7.03570**

**TIME OFF TRANSACTION**

Employee Name: NKELE, EMILY PATRICIA  
 Position Type: CS242D8  
 Assignment(s): Payrol-3  
 Building(s): 089  
 Time Off Type: Annu - Annual  
 Time Off Reason: Annu - Annual  
 Transaction Date: 5/4/2026 12:00:00 AM  
 Amount: 1.00000 Days

Attachments: (0)

**APPROVAL/DENIAL**

Approve/Deny Comments:

Approval/Denial Comment is required when denying a Time Off Transaction.

Click on “Resume Later” if you need to cancel and get back to your list

**Time Off Transaction Approval**  
Approve/Deny

Approve  Deny

Last Approved By: **NKELE, EMILY PATRICIA** | Approval Time: **5/7/2026 8:36:40 AM** | Time Off Balance in Days: **7.03570**